



Name: Code of Conduct for Vendors of Crested Apparel and Crested Giftware

Policy Number: 2-3002

Origin: Code of Conduct Committee

Approved: February 2004

Issuing Authority: Vice President Administration

Responsibility: Code of Conduct. The University expects its suppliers to conduct their business relationships in a manner consistent with our Code of Conduct. The Code is subject to amendment by the University to reflect any subsequently developed standards.

Throughout this Code, the term "vendor" shall include each supplier of crested apparel and crested giftware, including their vendor relationships with contractors, subcontractors, manufacturers, assemblers, and packagers.

As a condition of being permitted to supply apparel and giftware bearing trademarks and/or images of Saint Mary's University, each vendor must comply with this Code and provide written assurance to Saint Mary's University that they adhere to this Code.

REMEDIATION: If the University determines that any vendor has failed to comply with a violation of this Code, the University will consult with the vendor to examine the cause and determine the appropriate measures to be taken.

LEGAL COMPLIANCE: The University's vendors must comply, at a minimum, with the applicable legal requirements of the country in which products are manufactured. If the applicable legal requirements of this Code and the applicable laws of the country of manufacture conflict or differ, the applicable standard shall prevail.

EMPLOYMENT STANDARDS: The University's vendors of crested apparel and giftware must operate workplaces that adhere to the following minimum standards and practices. The University will only do business with vendors whose workers are employed voluntarily, are not at undue risk of physical harm and are fairly compensated. In addition, the following specific guidelines must be followed:

1. **Wages and Benefits:** Vendors must provide wages and benefits which comply with all applicable laws and regulations and which match or exceed the local prevailing wages and benefits in the relevant industry. It is the spirit and goal of this clause that wages should be sufficient to at least provide a living wage.
2. **Working Hours:** Except in extraordinary circumstances, employees shall not be required to work more (a) 48 hours per week plus 12 hours overtime per week, or (b) the limits

on regular and overtime hours allowed by the law of the country of manufacture, whichever is less. Employees must be entitled to at least one day off in every seven day period.

3. Overtime Compensation: In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at such a premium rate as is legally